



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041
townadministratorsoffice@millisma.gov

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
Karen.bouret.demarzo@millisma.gov

Department Assistant I Department of Public Works

The Town of Millis Department of Public Works is seeking applicants for a part-time clerical, benefited, union, 25 hour per week position. Duties include processing accounts payables and receivables, filing, answering phones, customer assistance and assisting in other departmental operations. The applicant must be proficient in Excel.

Weekly Schedule as follows:

- Monday 8:30 AM – 2:30 PM
- Tuesday – Thursday 8:30 AM – 1:30 PM
- Friday 8:30 AM – 12:30 PM

Starting Hourly Rate: \$19.38

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at millisma.gov. Completed applications should be returned to the **Town Administrator's office** at townadministratorsoffice@millisma.gov or in person.

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.